


Date: September 1, 2009

To: Department Directors

From: Angela Maher, Director  
Human Resources



Subject: Bi-weekly Pay Periods and County Holidays - 2010

# Memorandum

MIAMI-DADE  
COUNTY

The following bi-weekly pay periods and pay days for the year 2010 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day		PP#	Pay Period Begin	Pay Period End	Pay Day
1	12/28/2009	1/10/2010	1/15/2010		14	6/28/2010	7/11/2010	7/16/2010
2	1/11/2010	1/24/2010	1/29/2010		15	7/12/2010	7/25/2010	7/30/2010
3	1/25/2010	2/7/2010	2/12/2010		16	7/26/2010	8/8/2010	8/13/2010
4	2/8/2010	2/21/2010	2/26/2010		17	8/9/2010	8/22/2010	8/27/2010
5	2/22/2010	3/7/2010	3/12/2010		*18	8/23/2010	9/5/2010	9/10/2010
6	3/8/2010	3/21/2010	3/26/2010		19	9/6/2010	9/19/2010	9/24/2010
7	3/22/2010	4/4/2010	4/9/2010		20	9/20/2010	10/3/2010	10/8/2010
8	4/5/2010	4/18/2010	4/23/2010		21	10/4/2010	10/17/2010	10/22/2010
9	4/19/2010	5/2/2010	5/7/2010		22	10/18/2010	10/31/2010	11/5/2010
10	5/3/2010	5/16/2010	5/21/2010		23	11/1/2010	11/14/2010	11/19/2010
*11	5/17/2010	5/30/2010	6/4/2010		*24	11/15/2010	11/28/2010	12/3/2010
12	5/31/2010	6/13/2010	6/18/2010		25	11/29/2010	12/12/2010	12/17/2010
13	6/14/2010	6/27/2010	7/2/2010		*26	12/13/2010	12/26/2010	Thursday 12/30/2010

\* Revised schedule for PAR pick up due to holiday

The following are the thirteen (13) County-observed holidays for the year 2010, unless otherwise specified by collective bargaining agreement:

New Year's Day 2010, Friday, January 1, 2010  
Martin Luther King's Birthday, Monday, January 18  
President's Day, Monday, February 15  
Memorial Day, Monday, May 31  
Independence Day, Monday, July 5  
Labor Day, Monday, September 6  
Columbus Day, Monday, October 11

Veterans Day, Thursday, November 11  
Thanksgiving Day, Thursday, November 25  
Friday after Thanksgiving, Friday, November 26  
Christmas Day, Friday, December 24  
Employee's Birthday  
Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at termination.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

c: Honorable Carlos Alvarez, Mayor  
Denis Morales, Chief of Staff, Office of the Mayor  
George M. Burgess, County Manager  
Assistant County Managers  
Departmental Personnel Representatives  
Human Resources Sr. Staff  
Union Presidents